

INFORMATION FOR APPLYING FOR A SUBSTITUTE TEACHER PERMIT

Please go to our website at www.doe.in.gov/educatorlicensing , and click on 'LVIS Information' (just above the blue 'LVIS' box), then on the next screen, scroll down to the three training webinars and instructions. It would be extremely helpful to either watch the webinar or read through the application instructions:

Webinar: Select "webinar #1", and watch the short video, which is a step-by-step explanation of the process. It begins with completing your personal profile, and creating a user name and password for logging into LVIS.

Instructions: Select "Applicant Manual"

After viewing the video or reading the instructions, scroll up and click on 'LVIS Portal Link', which will take you to LVIS to select 'Create Profile'.

You will enter all requested information, and create your user name and password, then submit it. Please be sure to write them down, because you will be using them several times during the application process, and anytime you have to login to LVIS. You will receive an e-mail to 'verify your e-mail address' (you must click on that to lock-in your user name and password), then a link will take you to LVIS to login and complete your application.

On your application, be sure to provide all the required information, because the system will not allow you to submit payment if it is incomplete. Please select 'original', even if you are renewing your substitute permit, because the system will not allow you to proceed if you select 'renewal'.

In the space for 'Subject and/or Endorsement Areas', just type 'Substitute Teacher Permit', because you can substitute teach in any area. When it asks for 'current employer', please select the name of the school corporation where you will be substitute teaching (from the drop-down list). It would be wise for you to contact the school corporation prior to applying. They can inform you of any specific requirements that you must meet, or if you need to complete any paperwork for them. School corporations will not approve your application if they do not know you, or if you haven't provided all the required paperwork.

After you pay with a credit card, you will receive a payment confirmation e-mail that you can print for your records. After you have paid, your application will be electronically routed to the school corporation that you chose. After your application has been approved, you will receive an e-mail telling you that you can login to LVIS to view/print your Substitute Teacher Permit.

A quicker, direct link to the LVIS login site can be found at <https://license.doe.in.gov> .

If you have any questions or problems, you may contact Judy Kerberg via e-mail at jkerberg@doe.in.gov , or by phone, at (317) 232-9026.